



**SHERWOOD CITY COUNCIL MINUTES**  
**Annual Strategic Planning-Goal Setting**  
**Sherwood City Hall 22560 SW Pine St., Sherwood, Oregon**  
**January 21, 2012**

**CITY COUNCIL WORK SESSION**

- 1. CALL TO ORDER:** Mayor Mays called the meeting to order at 8:45 am.
- 2. COUNCIL PRESENT:** Mayor Keith Mays, Council President Dave Grant, Councilors Bill Butterfield, Robyn Folsom, Matt Langer, Krisanna Clark and Linda Henderson.
- 3. STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Tom Pessemier, City Recorder Sylvia Murphy, City Attorney's Paul Elsner and Pam Beery.
- 4. TOPICS DISCUSSED:**

- A. Council Rules.** Pam Beery reviewed Council Rules adopted in April 2007 via Resolution 2007-032 (see record, Exhibit A). Council discussion occurred regarding Section D-Agenda of the rules and Council not receiving citizen comments for items listed on a meeting agenda. Council discussed allowing citizen comments under the Citizen Comment section of an agenda.

Ms. Beery explained and Council discussed processes for accepting citizen comments for items listed on the agenda; the process would be for a council member to ask the Mayor or presiding officer to allow public comments and if no objections from other council member or members are received then public comments would be allowed, keeping within the established time limits. If an objection is received to not allow public comments, then a second to the objection must be received followed by a majority vote of the Council. Council discussed public comment exceeding the allowed time limits.

Council discussed not engaging in dialog with person presenting public comments, but a Council member may ask the Mayor if they may ask clarifying questions of the speaker. Discussion occurred regarding receiving public comments during work sessions.

Council discussed "Council Announcement" and types of topics that Council members should be announcing. Mayor Mays stated Council members should be reporting on their liaison positions to City Boards & Commissions and providing reports from these meetings and providing brief comments on community events.

Ms. Beery provided a copy of the City Charter (see record, Exhibit B) and discussion occurred regarding Council suggestions being made to the City Manager during the City Manager report

given during a Council meeting. Discussion occurred regarding Council member communications with the City Manager and what communications/topics should be shared with the entire Council and this being at the discretion of the City Manager.

Ms. Beery addressed Section E of Council Rules, Council Discussions and Decorum and discussion followed regarding the visibility of elected officials in the community, accepting and respecting the decisions of the Council whether one agrees with or voted for the final decision. Council discussed what is considered the "Majority of Council".

Council discussed the City Charter and processes for proposing charter amendments, practices of other jurisdictions and formation of a committee to review proposed changes.

Council discussed communication of elected officials with newspapers regarding columns, editorials and other publications and communicating issues or concerns with the entire Council to allow for Council discussion before publicizing. Discussion occurred regarding being able to state ones opinions as a citizen and community member.

Council discussed the Council meeting Agenda Forecast and Council members wanting to have knowledge of future agenda items. Council discussed the Mayor communicating with the entire Council of potential cancelled meetings, future meeting topics and intent or possible direction of the Council on a subject.

Council discussed Charter amendments and timing of elections and placement on a particular ballot.

Council discussed work session meeting processes and concluding a work session knowing the consensus of the Council on topics before going into a regular session to make a decision.

Council discussed elections and conduct of Council members during a campaign, conduct of currently seated elected official and conduct as a candidate. Discussion occurred regarding Section G of Council Rules, Council Member Conduct and Censure, and processes for proceeding with censure.

Council discussed Section H of Council Rules, Confidentiality and specifically executive sessions and not speaking of executive session discussions outside of the session as this allows the media to report on discussions.

Council discussed Section M Ex Parte Contacts and Disqualifications. Paul Elsner briefed Council on this section and explained proper communications and declarations.

Council discussion occurred regarding communications of elected officials directly with the City's attorney's office and communications of elected officials with other legal counsel and not being protected by attorney client confidentiality privileges when communicating with other attorneys. Discussion occurred regarding communications of Council members going through the City Manager's office.

Break: Council took a break 10:55-11:05 am, Paul Elsner and Pam Beery left the meeting after discussion of the Council Rules.

## **B. Goal Setting Meeting One Review**

City Manager Pro Tem Tom Pessemier recapped his report and notes from the January 7<sup>th</sup> Council Strategic Planning Work Session (see record, Exhibit C). Tom explained Goal Setting procedures and follow up practices of prior City Managers and wanting to obtain Council direction on topics presented at the January 7<sup>th</sup> meeting.

Tom recapped Public Works and Council discussion occurred regarding street tree trimming and who's responsible City or property owner, Tom clarified responsibilities.

Tom recapped Green Equipment and brief discussion occurred. Tom recapped the City's partnership with R2R and how they are a good resource for the City.

Tom informed the Council of the new Director at the Refuge and opportunities and possible opportunities to utilize the facility.

Tom briefed the Council on comments regarding Public Works staff being maxed out and the risk of losing employees, Tom explained added services are taxing employees.

Tom briefed the Council on decreased revenues from RedFlex and future budget discussions that will occur regarding this revenue. Discussion occurred regarding utilizing volunteers and the importance of the Volunteer Coordinator.

Tom recapped Community Development and stated staff understood Council wanted a work session on the Town Center Plan and confirmed he would schedule this.

Brief discussion occurred regarding water quality facilities and Councilor Langer clarified his concerns raised at the previous strategic planning session.

Tom recapped the UGB expansion west of Sherwood and said staff would continue to work on this. Discussion occurred regarding 124<sup>th</sup> and Tonquin extension.

Tom recapped concerns expressed by Council regarding "barriers" in development and incentives for SDC's and said staff would be scheduling a future work session on this topic. Councilor Folsom asked for a refresher on how SDC's work.

Brief discussion occurred regarding MSTIF and County 3D Plan and TSP amendments to include projects.

Tom recapped Urban Renewal and Economic Development and said staff would be providing more information. Discussion occurred regarding BOOTS and the Main Street Program and the functions and relationship between BOOTS and the Sherwood Chamber and said staff heard that the Council wanted additional information on the financial role of the City. Discussion occurred regarding the Main Street Program and staff working on an agreement or Memo of Understanding with a future work session to be scheduled.

Council discussed the membership make-up of SURPAC and the relationship between BOOTS and the Sherwood Chamber. Brief discussion occurred regarding a Paver Project and scheduling a future joint Council work session with SURPAC .

Tom recapped Community Services and discussion occurred regarding Movies in the Park and the potential to have this event coordinated by non-profit groups.

Tom stated staff will be following up with additional information on the Library RFID (Radio Frequency Identification Device) and informed the Council the self-check system in the library has been removed.

Discussion occurred regarding the Community Center and a work session to be scheduled in February and possibly getting the Steering Committee back together. Council briefly discussed the timeline for the Community Center, funding, facility amenities and backstage area. Discussion occurred regarding URA maximum indebtedness and the facility funding.

Note: Councilor Butterfield left the meeting at 11:57am.

Tom recapped the Public Safety Division and discussion occurred regarding staff wants and needs and community safety being met. Discussion occurred regarding a possible future work session on a Community Watch Program and staff will continue to work with the Sherwood School District on drug issues.

Tom recapped the Administration Division, brief discussion occurred regarding resources and revenues, staffing needs and further evaluations.

#### **C. Boards and Commissions Council Liaison Assignments**

Mayor Mays addressed Council liaison positions to Boards & Commissions (see record, Exhibit D), brief discussion occurred and no changes were made to the current assignments.

#### **D. Other Topics**

Mayor Mays addressed the SWOT reports (see record, Exhibit E) provided by City Boards & Commissions in December, brief discussion occurred regarding the Cultural Arts Commission and getting feedback on the needs of the Community Center.

Council discussion occurred regarding the Robin Hood Festival Association (RHFA) and in-kind contributions and a request to increase the City's contribution by supporting the event with funding of musical performances. Discussion occurred regarding RHFA fundraising efforts and receiving support from other community groups and the association's major expenses.

Mayor Mays briefed the Council on MSTIP projects and explained Scholls-Sherwood round-about project verses Kruger-Elwert Road project proposed by the County, Council conceded to support the Kruger-Elwert project.

Mayor Mays briefed on road improvement projects on Tualatin-Sherwood Road, Roy Rogers Road and future projects likely changing Sherwood intersection traffic lights.

Tom Pessemier provided an update on Adams Ave. North.

Mayor Mays informed Council that road improvement projects on Tonquin and Edy Road were not on the County's list nor were other improvements to Elwert Road.

Note: Council Henderson left the meeting at 12:32 pm.

Councilor Langer asked for information on current residential lots in comparison to prior years.

Mayor Mays provided an update on the water project and other neighboring jurisdictions of Tigard, Tualatin and Lake Oswego.

Mayor Mays briefed the Council on his attendance at a Whitehouse Briefing.

**5. ADJOURN:** Meeting was adjourned at 12:40 pm.

Submitted by:

  
Sylvia Murphy, CMC, City Recorder

  
Keith S. Mays, Mayor